

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF CALIFORNIA
325 West "F" Street, San Diego, California 92101-6991
(619) 557-5620

YOUR DOCUMENTS ARE RETURNED UNFILED FOR THE FOLLOWINGS REASONS:

- ☐ Incorrect or no fee submitted. See reverse side.
- ☐ Missing signature(s) of ☐ attorney ☐ debtor ☐ joint debtor ☐ moving party on:
 - ☐ Petition (Official Form B1)
 - ☐ Declaration Concerning Debtor's Schedules (Official Form B6)
 - ☐ Statement of Financial Affairs (Official Form 7)
 - ☐ Chapter 13 Plan
 - ☐ Complaint
 - ☐ B-104, Adversary Proceeding Cover Sheet
 - ☐ Other:

DATED:

Barry K. Lander, Clerk

By: _____, Deputy Clerk

1007-2. ASSEMBLY OF PAPERS FOR FILING; NUMBER OF COPIES.

(a) **ASSEMBLY OF PAPERS.** The original papers and copies thereof required by subsection (b) of this Rule shall be assembled into separate sets. All papers submitted to the court shall be flat and unfolded, except as necessary for presentation of exhibits. Assembly sequence for papers is from top to bottom:

- (1) Official Bankruptcy Form B 21 entitled "Statement of Social Security Number."
- (2) Local Form CSD 1006 entitled "Application to Pay Filing Fees in Installments" (not required if filing fee paid in full when filing petition).
- (3) Petition (B 1); Exhibit D: Individual Debtor's Statement of Compliance with Credit Counseling Requirement (required for each debtor in an individual debtor case) .
- (4) Exhibit "A": Corporate Statement (Corporate Filings Only - see Official Bankruptcy Form B1XA).
- (5) List containing names and addresses of creditors (not required if Schedules filed with Petition);
- (6) Summary of Schedules;
- (7) Schedules A-J;
- (8) Statement of Financial Affairs;
- (9) List of equity security holders (chapter 11 cases only);
- (10) List of 20 largest unsecured creditors, exclusive of insiders (chapter 11 cases only);
- (11) Chapter 13 Plan, if filed with petition;
- (12) Attorney Fee Disclosure Statement required by Fed. R. Bankr. P. 2016(b), if filed with petition.
- (13) Statement of Intention required by Fed. R. Bankr. P. 1007(b)(2) [see Official Bankruptcy Form 8], if filed with petition (only in chapter 7 cases for individual debtors.);
- (14) Declaration and Signature of Non-Attorney Bankruptcy Petition Preparer, [See Official Bankruptcy Form B 19] (only in cases for unrepresented debtors);
- (15) One of the following in cases for each individual debtor:
 - (A) Certificate of Credit Counseling; or
 - (B) *CERTIFICATE OF EXIGENT CIRCUMSTANCES AND MOTION FOR EXTENSION OF TIME TO FILE CERTIFICATE OF CREDIT COUNSELING* and *ORDER* in accordance with Local Bankruptcy Rule 9013-6(a)(1)(J) [See Local Forms CSD 1025 and CSD 1026]; or
 - (C) *MOTION FOR EXEMPTION FROM CREDIT COUNSELING AND NOTICE OF OPPORTUNITY FOR HEARING* in accordance with Local Bankruptcy Rule 9012-2(b)(4) [See Local Form CSD 1027].
- (16) One of the following in cases for individual debtors only:
 - (A) Ch7 Statement of Current Monthly Income [B22A-1]; Statement of Exemption from Presumption of Abuse [B 22A-1Supp], if applicable and/or Means Test Calculation [B 22A-2]; or
 - (B) Ch 11 Statement of Current Monthly Income B 22B]; or
 - (C) Ch 13 Statement of Current Monthly Income and Calculation of Commitment Period [B22C-1] and Calculation of Disposable Income [B 22C-2], if applicable.
- (17) Electronic media containing separate files as follows:
 - (A) one (1) pdf file containing the petition together with schedules, statements, and the Attorney Fee Disclosure Statement, if any;
 - (B) one (1) pdf file containing the Chapter 13 Plan, if any;
 - (C) one (1) txt file containing the names and addresses of creditors and other parties in interest submitted pursuant to

Local Bankruptcy Rule 1007-1.

The electronic media shall be accompanied by one (1) paper original Local Form CSD 1004, *DECLARATION RE: FILING OF PETITION, SCHEDULES & STATEMENTS ON DISKETTE*

REQUIRED FOR FILING:**AMENDMENT TO PETITION AND/OR SCHEDULES**

- 1) An original and ONE copy of Amendment (CSD 1100) with service completed as indicated on reverse side of CSD 1100
- 2) An original and ONE copy of the amended petition and/or schedules
- 3) If adding Creditors not included with the original petition, include an original and ONE copy of Notice of Creditors (CSD 1101) with service completed as indicated on the reverse side of CSD 1101.
- 4) If adding or deleting creditor include Filing Fee: \$30.00 - cash, cashier's check, money order, or attorney's trust account check.

MOTION FOR RELIEF FROM STAY

- 1) One original motion and ONE copy properly assembled and separate from the other documents
- 2) One original Notice of Filing Motion for Relief from Stay (CSD 1185) and ONE copy
- 3) Filing Fee: \$176.00 - cash, cashier's check, money order, or attorney's trust account check

CHAPTER 7

- 1) One original petition (B1) and ONE copy properly assembled
- 2) List of all creditors on paper; Creditor Matrix on electronic media
- 3) Certificate of Credit Counseling; Certificate of Exigent Circumstances and Request for Extension of Time; or a Request for Exemption from Credit Counseling.
- 4) Filing/Noticing Fee: \$335.00 - cash, cashier's check, money order, or attorney's trust account check

CHAPTER 11

- 1) One original petition (B1) and ONE copy properly assembled
- 2) List of all creditors on paper; Creditor Matrix on electronic media
- 3) List of the debtor's 20 largest unsecured creditors excluding insiders and taxing agencies and including amounts owed. If the debtor has no unsecured creditors, a negative statement will be required.
- 4) Filing/Noticing Fee: \$1717.00 - cash, cashier's check, money order, or attorney's trust account check

CHAPTER 12

- 1) One original petition (B1) and ONE copy properly assembled
- 2) List of all creditors on paper; Creditor Matrix on electronic media
- 3) Filing/Noticing Fee: \$275 - cash, cashier's check, money order, or attorney's trust account check

CHAPTER 13

- 1) One original petition (B1) and ONE copy properly assembled
- 2) List of all creditors on paper; Creditor Matrix on electronic media
- 3) Certificate of Credit Counseling; Certificate of Exigent Circumstances and Request for Extension of Time; or a Request for Exemption from Credit Counseling.
- 4) Filing/Noticing Fee: \$310 - cash, cashier's check, money order, or attorney's trust account check

COMPLAINTS/ADVERSARY PROCEEDINGS

- 1) One original complaint and ONE copy properly assembled and separate from other required documents
- 2) One original Adversary Proceeding Cover Sheet (B-104) and ONE copy separate from other required documents
- 3) One original summons and ONE copy separate from other required documents - must be summons form provided by the Court. (This form may be reproduced.)
- 4) Filing Fee: \$350.00 - cash, cashier's check, money order, or attorney's trust account check